



# NORRIDGE POLICE DEPARTMENT



## Employee Warning Notice

Name: Zeljka Ljubicic Star #: 39 Date: January 5, 2018

| TYPE OF VIOLATION               |                                |                             |   |                                 |
|---------------------------------|--------------------------------|-----------------------------|---|---------------------------------|
| Attendance                      | Carelessness                   | Insubordination             |   | Late Arrival/Early Quit         |
| Failure to Follow Instructions  | Rudeness Towards Citizens      | Willful Damage to Equipment |   | Personal Business While on Duty |
| Unsatisfactory Work Performance | Violations of Policy/Procedure | Motor Vehicle Crash         | X | Missing a Court Date            |

Date of Violation: January 4, 2018 Time of Violation: 0900

### DESCRIPTION OF VIOLATION:

Officer Ljubicic was assigned to Misdemeanor Court on 1/04/2018 at 0900. Ljubicic was given notice of cases which required her presence in court. Officer Ljubicic failed to attend court on the assigned date and time. GO A25 Court Appearance Section II C (1) outlines the specifications for obtaining an excused absence.

### OFFICER'S STATEMENT:

I agree with the above description       I disagree with the above description

My reason is: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Officer's Signature

34

Star #

01/05/2018

Date

| ACTION TAKEN                        |                       | DATE     | SUPERVISOR NAME & STAR      |
|-------------------------------------|-----------------------|----------|-----------------------------|
| <input checked="" type="checkbox"/> | Verbal Warning        | 01/05/18 | <u>Dane Ljubicic</u> 1/5/18 |
| <input type="checkbox"/>            | Written Warning       |          |                             |
| <input type="checkbox"/>            | Disciplinary Write-up |          |                             |

### CONSEQUENCES IF VIOLATION OCCURS AGAIN:

A second violation will result in a written warning.

I have read and understand this warning;

34  
Officers Signature/Star#

01/05/2018  
Date

Supervisor Issuing Warning:

34  
Supervisor's Signature/ Star #

1/5/18  
Date